

NAME: _____ DATE: _____

SKILLS INVENTORY SHEET COURT CLERK II

THIS SHEET MUST BE COMPLETED IN ITS ENTIRETY IN ORDER TO RECEIVE MAXIMUM CREDIT FOR YOUR EDUCATION AND EXPERIENCE.

EDUCATION:

1. High School Diploma or equivalent? YES___NO___
2. Courses in business administration:
High school? YES___NO___ Vocational/College? YES___NO___
3. Courses in financial record keeping:
High school? YES___NO___ Vocational/College? YES___NO___
4. Courses in legal support/administration:
High school? YES___NO___ Vocational/College? YES___NO___

EXPERIENCE:

6. Court related clerical work experience applying knowledge of court rules, regulations, policies, and procedures?
One Year _____ Two Years _____ Three + years _____
7. Legal related clerical work experience?
One Year _____ Two Years _____ Three + years _____
8. Accounts Receivable or Accounts Payable experience?
One Year _____ Two Years _____ Three + years _____
9. Have you had work experience in the following?

	Yes	No	# of Years
Receptionist and front counter	_____	_____	_____
Data entry and word processing	_____	_____	_____
Case management and documentation	_____	_____	_____
Setting cases/keeping court calendars	_____	_____	_____
Maintaining warrant control	_____	_____	_____
Tracking prisoners / jail commitments	_____	_____	_____
Receipting monies / issuing vouchers	_____	_____	_____
Assisting domestic violence victims	_____	_____	_____
Serving as Court Clerk in proceedings	_____	_____	_____
10. In which jurisdictions have you had clerical experience?
Municipal court _____ District court _____ State court _____ Federal court _____
11. Experience with court computer systems? _____ If yes, list systems:

JIS System? _____ If yes, how many years? _____